

# DAVID

**Abu Dhabi, U.A.E.**

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## OBJECTIVE

To seek a position in your esteemed institution that optimizes professional and personal growth for future development.

## WORK EXPERIENCE

**ARCHIVES CLERK/ASST. ACCOUNTING/COMPANY NURSE Sep. 2014-Sep. 2016**

Trust Home Marble

Abu Dhabi, U.A.E.

Duties:

* Answer telephone calls and take messages.
* Operate office machines such as scanner, printer, fax, computer etc.
* Maintain and update filing of documents, mailing, inventory, and monthly report.
* Collect, count, disburse money, do basic bookkeeping.
* Communicate with costumers, employee, and other individuals.
* Complete and mail bills, contract, policies, invoices, deliveries, quotations, purchase order and cheques.
* Compile, copy, sort and file records of office activities.
* Handle basic accounting job.
* Do basic first aid in case of emergencies.

**STAFF NURSE Feb. 2011-Jun. 2014**

Specialist Group Hospital and Trauma Center

Dagupan-Binmaley Rd. Pangasinan, Philippines

Duties:

* Identifies assesses nursing problem-physical, mental and spiritual.
* Plans, implements delivery of nursing care according to priorities.
* Performs direct nursing care.
* Assists in the performance of procedures and tests.
* Carries doctor’s order in conformity with the policies and legal limitations.
* Evaluates care given and reports pertinent observation to proper individuals.
* Practice the standard of accurate recording and reporting and makes certain that all patient’s record are complete and well counted for.

**EMERGENCY CARE NURSE Nov. 2008-Dec. 2010**

Region 1 Medical Center, Dagupan City

Pangasinan, Philippines

Duties:

* Responsible for triaging and caring for patients at the ER Department. Includes assessment, planning, therapeutic interventions, care delivery and evaluation.
* Collects current symptoms as well as patient history.
* Manage basic life support needs.
* Records patients' current vital signs.
* Provides IV therapy
* Prepares patient for their procedure involves pre-medication administration.

**VOLUNTEER NURSE Jun 2006-Jul 2007**

Cuison Hospital Inc., Dagupan City

Pangasinan, Philippines

Duties:

* Assisted in basic bedside care.
* Provide support to patient and their families.
* Takes and record patient’s vital sign.
* Carries out doctor’s order appropriately.
* Admits and discharge patients.
* Administer oral and IV medicines to patients.

## EDUCATIONAL ATTAINMENT

**College/University:**

***Bachelor of Science in Nursing* 2000 – 2004**

Far Eastern University

Manila, Philippines

**High School: 1995 – 1999**

Divine Word Academy of Dagupan

Pangasinan, Philippines

## SEMINARS AND CONFERENCES ATTENDED

Region 1 Medical Center, Pangasinan, Philippines

* **Basic Life Support Training - Healthcare Providers** July 15-16, 2014

Sual Fire Station, Pangasinan R1

* **Basic Fire Fighting Techniques** November 16-17, 2009

Region 1 Medical Center, Pangasinan, Philippines

* **Basic Life Support Training for Healthcare Providers** May 13-14, 2009

Region 1 Medical Center, Pangasinan, Philippines

* **Basic IV Training Program** July 24-26, 2008

## SKILLS

* Computer Literate.
* Good oral and written communication skills in English.
* Willingness to work collaboratively with a team.
* Willingness to work long and/or irregular hours.
* Able to work under pressure.

## PERSONAL BACKGROUND

Date of Birth : January 19, 1982

Civil Status : Single

Height : 5’5”

Nationality : Filipino

Languages : English, Tagalog

Occupation: Government Employee

Qualities :I am a very responsible, hardworking person, fast learner, willing to undergo training when needed. Also willing to work long hours and has the ability to get along with others.

Visa Status : Employment Visa

## CHARACTER REFERENCES

To be provided upon request.